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MINUTES OF 3rd CAREER SERVICE COMMITTEE MEETING

8 October 1951 - 4:00 P.M.


Present: F. Trubee Davison - AD/Personnel, Chairman
Matthew Baird - Director of Training

 DAD/NE

C/OPS/OSO

- Executive Secretary


1. The minutes of the 2nd Meeting were approved as distributed.

2.  Assistant General Counsel and Mr. George Meloon, Director of Personnel, attended the meeting to discuss the problem of Employee Ratings with respect to Public Law 873, "Performance Rating Act of 1950". They gave a summary of the conference held on 3 October in General Davison's office. The Committee reaffirmed the tentative decisions taken at that conference (see attached Memorandum of Conversation) and decided that the Deputy Director (Administration) would be informed of these decisions and would be asked to approve a request by CIA to the Congress for exemption from the Act.

3. The Executive Secretary reviewed for the Committee his activities of the previous week which consisted principally in following up the memorandum of 28 September of General Davison to Assistant Directors and Heads of Offices. He explained to them the mission and proposed procedures of the Committee, enlisted their personal support and received their nominations to the several working groups which had been authorized at the 2nd meeting. The working groups on Trainees, Rotation, Career Benefits, and Employee Ratings had been organized and lists of these working groups were distributed to the Committee. It was decided that ONE would be asked to participate in the working group on Rotation, and ORR, in the working group on Employee Ratings.

4. The Committee decided to organize a sixth working group on Selection Criteria. This group would be charged with recommending to the Committee the criteria and procedures to be used in setting up a Career Service and in phasing its activation. It was decided that the following Offices would be asked to participate in this working group: Training, Personnel, Special Operations, Policy Coordination, Collection and Dissemination, and Current Intelligence.

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5. There was a discussion of the directives and terms of reference that the Committee would give to each working group. Concerning Rotation, it was decided that this working group would, among other things,:

- a. Refine the flow charts in the 7 August "Program...."
- b. Recommend a solution to the problem of rotation between the overt and covert Offices and overseas duty, and
- c. Consider the rotation problem in three phases:
 - 1.) Rotation within CIA.
 - 2.) Rotation between CIA and other elements of the Government.
 - 3.) Rotation between CIA and nongovernmental institutions and enterprises.

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The working group would be asked to make separate reports on the last three categories in the indicated sequence.

6. The Executive Secretary was asked to prepare the directives for each of the six working groups and submit them to the members of the Committee for clearance before calling the working groups together.

7. A draft of the proposed short statement on Personnel Policy was distributed to the members of the Committee and after brief discussion was tabled for further action at the next meeting.

8. It was agreed that the next meeting of the Committee would be held on Monday, 15 October, at 4:00 P.M., in Room 115, North Building.

9. The Committee adjourned at 5:05 P.M.

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Executive Secretary

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